



COUNTY OF VOLUSIA
PURCHASING & CONTRACTS DIVISION
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www.volusia.org

July 6, 2020

ADDENDUM NO. 2
Family Support and Services
RSQ No. 20-SQ-142KW

TO: All firms interested in providing the required services

The purpose of this addendum is to provide the following clarifications, changes, modifications and/or additions to the solicitation documents. This addendum is an integral part of the Solicitation/Contract Documents and shall take precedence over what was previously stated in the solicitation document.

****NOTICE****

Clarification:

- Section 3.8, Proposal Form, shall be amended to read as follows:
 - A. See *Submittal Requirements* for complete details.
 - B. If Proposals are being submitted via Negometrix, all documents shall be uploaded to Negometrix and no additional copies are required.
 - C. If Proposals are **not** being submitted via Negometrix, they shall be sealed and delivered or mailed to (faxes/e-mails will *not* be accepted) each Proposer shall submit one (1) complete sets of the Bid Submittal:
 - **One (1) COMPLETE** electronic copy on a CD or USB drive in PDF format (Excel spreadsheets shall not be recorded in PDF). The electronic copy of the Bid Submittal shall include all submittal requirements as detailed in Section 4.0. Electronic copies shall NOT be password protected.

Note the solicitation number and name of company on the CD or USB drive.

Do not send confidential information, proprietary information, or trade secrets.

 - D. Terms and conditions differing from those in this RSQ may be cause for disqualification of the RSQ Proposal.
 - E. The Proposal Form (Section 5.0) shall be signed by an authorized agent of the firm with documentation, such as a Memorandum of Authority, that the individual is authorized to commit the firm to a contract.
 - F. Failure to provide the required information may result in the proposal not being considered. Submittals shall be clear, concise, indexed by subject, typed on letter size paper, and individually bound. Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with the project name, invitation number, and due date. Packages shall be received in the Volusia County Purchasing Office by the advertised deadline.
- The following is being provided as clarification for completion of the service delivery plan:
 1. Identification of services to be provided shall directly address the risk factors and scope of work outlined in the RSQ and tie back to the current service needs of the community. The risk factors and scope of work have been broadened to allow the Respondent to identify services necessary to most fully address the community need.

2. Identification of subcontractors to provide the services is solely the responsibility of the Respondent and at the discretion of the Respondent. The Respondent should chose subcontractors who are most qualified and capable of providing the services that the Respondent is proposing to deliver.
3. The budget for each service category is to be solely defined by the Respondent through negotiation with their proposed subcontractor. The budget should reflect costs necessary to efficiently complete the services proposed.

END OF ADDENDUM NO. 1

Total Pages: 2

If there are any questions, please contact the staff member responsible for this project, Kathy Williams, Procurement Manager, at phone: (386) 626-6625 or via E-mail: kwilliams@volusia.org.

Kathy Williams

Kathy Williams, CPPO, CPPB, MBA
Procurement Manager
Purchasing and Contracts Division

<u>Please sign and return with proposal 20-SQ-142KW</u>	
Vendor:	_____
Signed by (Name/Position):	_____
Phone No.:	_____
Date:	_____

FAILURE TO RETURN THIS FORM WITH THE BID SUBMITTAL MAY CAUSE THE PROPOSAL TO BE RENDERED NON-RESPONSIVE